

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION

ON BEHALF OF THE YOUTH DEVELOPMENT DIVISION (YDD)

Request for Grant Applications (“RFA”)

ODE-1170-21

Date of Issue: May 24, 2021

Closing Date: July 13, 2021

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SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through the Oregon Department of Education, on behalf of the Youth Development Division (YDD) (“Agency”), is issuing this Request for Grant Applications (“RFA”) with the intent to award multiple grants to eligible entities to support Oregon youth reengagement through the YDD Reengagement Opportunity portfolio of grants.

Reengagement Opportunity Grants (“ROG”) serve local communities across the state to reengage youth ages 14-21 who left high school, or are at risk of leaving, before earning a high school diploma or its equivalent in education with the goal of assisting youth to achieve a high school diploma or obtain their General Educational Development (GED) credential.

Reengagement programs help youth achieve equitable education and career outcomes through continued education, training, coaching, wraparound supports, and services.

Successful Applicants awarded a Grant will be eligible for startup funds not exceeding twenty-five percent (25%) of total budget.

Additional details are included in the Scope of Activities section.

1.2 GRANT AMOUNT AND DURATION

Agency anticipates the award of approximately 25 Grant Agreements (each a “Grant”) from this RFA. The initial term of each Grant is anticipated to be two (2) years from July 1, 2021 - June 30, 2023, with options to renew. Grants awarded to eligible entities will be in the range of \$20,000 to \$240,000 each.

1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, Applicants must provide a Reengagement Program or deliver Reengagement Services under the Statewide Reengagement System and be one of the following entities as described in OAR 423-160-0007:

- School district;
- Public charter school;
- Educational Service Districts;
- Federally recognized Tribes;
- Local Workforce Development Boards;
- County and Municipal Governments and Agencies;
- Community Colleges;
- Alternative Schools (including private alternative schools);

- Community-Based Organizations; or
- Non-Profit Organizations.

An entity that does not meet one of the above listed criteria may submit a request to the Single Point of Contact (SPC) no later than June 30, 2021 at 1:00 PM. This request will be forwarded to the Agency Director to determine if the request conforms to the goals of the Oregon Youth Reengagement System (as defined in Section 2.2 and further described in Section 2.3.2), and, if approved, the entity will be designated as eligible.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time
Information Session	Thursday, June 3, 2021	1:00PM
Questions/ requests for clarification due	Friday, June 25, 2021	1:00 PM
Answers to questions/ requests for clarification issued (approximate)	Friday, July 2, 2021	
Ineligible entity appeal due to SPC (Section 1.3)	Wednesday, June 30, 2021	1:00 PM
Closing (Applications due)	Tuesday, July 13, 2021	1:00 PM
Request to Change Region to SPC (Section 4.4.1.1)	Tuesday, July 13, 2021	1:00 PM
Issuance of notice of intent to award (approximate)	Friday, August 27, 2021	
Award protest period ends	7 calendar days after notice of intent to award	

1.5 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicants must direct all communications related to any provision of the RFA, whether about the technical requirements of the RFA, Grant requirements, the RFA process, or any other provision only to the SPC.

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under ORS 417.859 and OAR 423-160-0011.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA. Insert definition
- “Affinity Group” in education means a group which brings together students who share something in common not commonly valued or included in educational settings in order to support, validate, empower, and ensure inclusion for improved educational outcomes, e.g., first generation college students, homeless youth, etc.)
- “Applicant” means an entity who submits an Application in response to this RFA.
- “Application” means a written response to this RFA.
- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Eligible Youth” is a person who meets one (1) of the following criteria:
 - a) Youth ages 14-21 who are defined as a dropout under ORS 339.505, and not exempt from attending public school under ORS 339.030; or
 - b) Youth ages 14-21 who are referred by any of the following: Oregon Youth Authority, Department of Human Services, juvenile court judges, county juvenile departments, federally recognized tribes, school districts, or education service districts; or
 - c) Youth ages 14-21 who are not enrolled in school, and have not earned a high school diploma or GED; or
 - d) Youth ages 16-21 who are enrolled in a public high school, initially enrolled in high school one or more years prior, and have earned 3 or more credits fewer than the expected number of credits to be earned based on the duration of enrollment.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Key Performance Measures” (“KPM”) are the critical outcomes reported by Reengagement Programs, used as primary indicators for performance and success of a Reengagement Program. The KPMs are indicated in Attachment B.
- “Oregon Youth Reengagement System” and “Statewide Youth Reengagement System” (collectively a “System”) means the comprehensive reengagement efforts carried out, coordinated, supported, and monitored by the Youth Development Division, as established by ORS 417.859, and further clarified in OAR 423-160-0009.
- “Oregon Youth Reengagement Fund” refers to the fund from which Reengagement Grants awards are disbursed, as established by ORS 417.859, and further clarified in OAR 423-160-0011 and OAR 581-017-0651 through 581-017-0653.
- “Post-Secondary Access” means youth participation in post-secondary educational activities, such as enrollment in a college or dual-credit course, or in a post-secondary certification program (such as a registered apprenticeship, or other skilled trade certificate program).
- “Proposed Service Area” is the geographic region in which a Reengagement Program proposes to provide the Reengagement Services.

- “Proposed Service Population” is the youth population to be served by the Reengagement Program.
- “Reengagement” refers to the reconnection of Eligible Youth with education, training, and other services to support the youth in the completion of their high school diploma or high school equivalency credential.
- “Reengagement Partner” is an entity that collaborates with the Applicant to deliver the Reengagement Services.
- “Reengagement Services” refers to the range of services including but not limited to outreach services; Educational Services; one-on-one case management, advocacy, academic and career coaching; college and career services, access to Workforce Development, post-secondary education and training; barrier removal and supportive services; and ongoing (follow-up) services. (Further defined in Section 2.4: Scope of Activities).
- “Soft skills” are interpersonal skills and other non-technical skills necessary to be successful in work, e.g., leadership skills, teamwork, communication skills, flexibility and adaptability, resolving conflicts, work ethic, etc.
- “State” means the state of Oregon.
- “Work Plan” identifies the activities, outcomes, deliverables, funding, and other details of the work to be performed under the Grant Agreement.

2.3 OVERVIEW

2.3.1 YOUTH DEVELOPMENT DIVISION (YDD)

The YDD functions under the direction and control of the Youth Development Council (YDC) and the YDD Director. The YDC (ORS 417.847) provides direction to the YDD (ORS 417.852) and coordinates a unified and aligned system that provides services to school-age youth aged 6 through youth 24.

In 2019, the Oregon State Legislature passed HB 3427, also known as the Student Success Act, which called for a significant investment in education initiatives, including the establishment of a Statewide Youth Reengagement System and Reengagement Fund to be administered by the YDD. Through Oregon Revised Statute (ORS) 417.859, parameters of the reengagement system and grants to be awarded are established which have been further detailed in Oregon Administrative Rules (OAR) adopted by the State Board of Education (OARs 581-017-0651, 581-017-653, and 581-017-655) and the YDC (OARs 423-160-0001 et seq.).

2.3.2 GOALS

Successful Applicants will become participants in the Reengagement System being built in Oregon. The overarching goals of the Reengagement System are as follows:

- *Reconnection to education with supports.* Reengaging youth who are disconnected or at risk of disconnecting from high school before earning a diploma or completing a GED credential, through outreach, reconnection with Educational Services programming, and supports to aid retention.

- *High school completion with supports.* Delivery of specialized education, training, and/or support services that lead to high school graduation and GED completion for reengaged youth, in order to increase the number of graduates and completers.
- *Strengthened and supported career pathways and post-secondary education and training.* Providing innovative, trauma-informed, cross-sector programming that meets youth where they are; providing education, training, coaching, and supports that meet each young person's individual needs, and supporting the identification and achievement of their educational and career goals, including access to post-secondary education and training.
- *Collaboration networks.* Building collaboration and connections between schools and educational agencies, non-profits, community-based organizations, social service agencies, local government, and other youth serving entities in order to reduce disconnection and create opportunities and positive outcomes for youth.

The primary target population for the Reengagement System is youth ages 14-21 who have left school without a high school credential. In addition, youth who are at high risk of leaving school are also eligible for Reengagement Services.

Throughout Oregon, the number and needs of youth in each county and region will vary, as will the community resources serving these youth. Agency will award grants based on the evaluation criteria detailed in this RFA and will also use an approach that will achieve geographic distribution of grants to Eligible Entities.

2.4 SCOPE OF ACTIVITIES

Through both direct services and partnership(s), the Applicant must implement the proposed Reengagement Services while ensuring access to Educational Services for high school completion.

2.4.1 Required Reengagement Services

A successful Applicant will be required to provide one or more of the following Reengagement Services:

- **Outreach Services** including: identification and contact of youth who left school prior to achieving a high school diploma or its equivalent; referral services; culturally specific and trauma-informed engagement; and ongoing retention support for Eligible Youth;
- **Educational Services** including: credit-bearing, diploma-track high school education; academic remediation; credit recovery; GED Options and other GED preparation and testing; and Post-Secondary Access;
- **One-on-one academic and career coaching, and/or case management;**
- **College and Career Services** including: access to Workforce Development training; post-secondary education and training; college and career readiness; Soft Skills training; internship placement; job placement; and career and technical education;
- **Supportive Services** such as mental health counseling, substance abuse counseling, navigation and connection to social services, childcare, transportation assistance, housing assistance, basic needs assistance, and Affinity Groups;

- **Ongoing (follow-up) Services** to program participants who have earned a diploma or GED credential while enrolled in a Reengagement Program supported by Agency and determined to fit within the Scope of Activities of this RFA.

2.4.2 Reengagement Partner

A successful Applicant must identify and collaborate with least one Reengagement Partner who will aid in providing one or more of the Reengagement Services described in Section 2.4.1. Examples of a Reengagement Partner include, but are not limited to, school districts, education service districts, alternative schools, non-profit organizations, community-based organizations, community colleges, tribes, local workforce boards, counties, cities, local public service agencies, and other service providers.

2.4.3 High School Completion Educational Services

A successful Applicant must either directly provide or ensure that youth have access through a partnership to the Educational Services described in Section 2.4.1.

2.4.4 Participant Verification Requirements

A successful Applicant will be required to monitor, track, and verify individual participant information including, but not limited to:

- Eligible Youth verification;
- Tracking of participant educational progress; and
- Annual individual-level participant data report, using reporting methodology prescribed by Agency; includes capturing intake information for reengaged youth and delivering participant information via secure file transfer to the Agency in a timely manner.

2.4.5 Quarterly Report Requirements

A successful Applicant will be required to submit quarterly reports that detail program progress and performance. Quarterly reports will be due within 15 days of the end of each quarter (or on the date designated by Agency for report submission). Grantee will address all clarifying questions and make any necessary corrections in a prompt manner. Reports must be received and approved for grant reimbursement claims to be processed.

- Narrative reports indicating progress on outcomes;
- Expenditure reports detailing all expenses associated with the grant using funds for allowable expenses and services, and maintaining required financial records; and
- Data reports on Project outcomes, including but not limited to KPMS (see Attachment B subtitle Project Outcomes for examples).

2.4.6 Communication and Collaboration

At a minimum, a successful Applicant will be required to:

- Participate in regular conversation with the Agency Staff to share successes, troubleshoot barriers, and to create a feedback loop between the Agency and other Reengagement Programs;
- Participate in a quarterly program monitoring, which may include site visit, virtual conference, or other means;
- Participate in collaborative professional learning conversations or convening with other Reengagement Programs in support of network-wide learning, troubleshooting, decision-making, continuous system improvement, and to inform policy priorities;
- Provide input and feedback to Agency on data collection tools, including sharing methodology for collection of data, coordinating the collection of data, maintaining regular communication with Agency, including recurring learning discussions, and provide feedback on functionality of data collection tools for improvement; and
- Facilitate participant survey/evaluation of the Reengagement Program on an annual basis, under guidance from Agency.

Agency may, at its sole discretion, require a successful Applicant to undertake additional tasks within the scope of this RFA.

SECTION 3: PROCESS AND REQUIREMENTS

3.1 GRANT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency’s website at <https://www.oregon.gov/youthdevelopmentdivision/> as well as in the Oregon Procurement Information Network (ORPIN) at <http://orpin.oregon.gov>. RFA documents will not be mailed to prospective Applicants.

Agency will advertise all Addenda on its website and in ORPIN. Prospective Applicants are solely responsible for checking Agency’s website or ORPIN to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Applicant’s name and contact information;

- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for clarification identified in the Schedule.

3.1.3 Information Session

A RFA Information Session will be held at the date and time listed in the Schedule (Section 1.4). A virtual meeting link will be posted to the Agency's website at: <https://www.oregon.gov/youthdevelopmentdivision/>.

The purpose of the RFA Information Session is to:

- Explain the RFA process; and
- Answer any questions Applicants may have related to the process.

Statements made at the RFA Information Session are not binding upon Agency. Applicants may be asked to submit questions in writing.

3.1.3.1 Attendance at Information Session

Applicants' participation in this information session is highly encouraged but not mandatory. *Details for the virtual session will be posted on Agency website:*

<https://www.oregon.gov/youthdevelopmentdivision/reengagement>

The tentative date and time for the RFA Information Session are as follows:

- Event: YDD Reengagement Opportunity Grant RFA Information Session
- Date: Thursday, June 3, 2021
- Time: 1:00 PM – 2:00PM (approximately)
- Format: Webinar (link to be provided on Agency website)

3.1.1 Application Due Date

Applications and all required submittal items must be received by the SPC via Agency's SM Apply application web portal on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation. Late Applications will be destroyed.

3.1.2 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC via SM Apply in accordance with the RFA requirements before Closing. Agency is not responsible for any delays by transmission errors or delays or mistaken delivery. Consider contacting the SPC by phone to confirm receipt. Be sure to allow time for resubmission before Closing. Applications submitted by any means not authorized may be rejected. The following submission option is permitted for this RFA:

SM Apply

The Agency's Application is found on the SM Apply application web portal (“SM Apply”). Following is the website address: <https://oregonyouth.smapply.io>

Applicant can also access SM Apply through Agency’s website at <https://www.oregon.gov/youthdevelopmentdivision/> following the link for SM Apply.

Potential Applicants are strongly encouraged to register for a username and password as soon as possible after the publication of this RFA. To use Agency's SM Apply, all Prospective Applicants must first request a profile at: <https://oregonyouth.smapply.io>

Agency will provide instructions on how to use the SM Apply on the Agency’s website.

NOTE: SM Apply will identify the specified format(s) for each specific attachment. If a PDF is specified, it must be text-readable (also referred to as text-searchable). A PDF document may contain an illustration, chart, or graphic.

3.1.3 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing. Applicant must submit its modification or request to withdraw to the SPC using the manner listed in the Application Submission section. Modifications must denote the specific change(s) to the Application submission. All requests must reference the RFA number.

3.1.4 Application Rejection

Agency may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Application is conditioned on Agency’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

3.2 APPLICATION REQUIREMENTS

Within SM Apply, the Applicant must address each of the items listed in this section and must follow all other requirements set forth in this RFA. An Application that merely offers to fulfill the ROG program will be considered non-responsive to this RFA and will not be considered further.

3.2.1 Application Narrative

Applicant must complete and submit a response to all six (6) questions and all sub-bullets in the questions. (See Attachment B: Application). The individual responses must not exceed the word count limitation as noted for each question.

Applicant should use definitive verbs in the Application Narrative to describe what Applicant “will” do rather than aspirational verbs such as “hopes”, “expects”, “intends”, “plans”, or similar verbs that do not express a firm commitment to undertake a specific action.

3.2.2 Budget Details

Applicants must submit a detailed budget and budget narrative that clearly identifies reasonable costs associated with the proposed program. A list of budget categories’ definitions and an example of budget template can be found in Attachment D.

3.2.2.1 Budget

Applicant must complete and submit a detailed budget by uploading a MS Excel file into the SM Apply Application.

NOTE: Administrative costs, including indirect costs, are allowable up to 15% of the Applicant’s total budget, or federally negotiated indirect rate, whichever is greater.

Agency, at its sole discretion, may disburse up to twenty-five percent (25%) of Grant Funds in advance if Applicant demonstrates a compelling need in the Budget Narrative.

3.2.2.2 Budget Narrative (300 word limit)

The budget narrative explains or justifies the estimated costs by line item or category in the budget. Proper budget narratives should explain how the costs associated with each line item or category relate to the implementation of the program and / or services as outlined in the proposal being submitted. Include how equity, diversity, and inclusion are reflected in your budget.

Narratives should be written in such a way that someone not specifically familiar with the ROG program can conceptually understand the rationale, purpose, and calculation of the anticipated costs identified.

At a minimum, the budget narrative must include the following elements:

- Description of how each budget line item was determined;
- Identification of roles and responsibilities for any staff funded by the Grant; and
- Explanation of increased need if budget reflects a request of more than \$3,000 per youth.

3.2.3 Executive Summary (50-word limit)

Applicant must provide a short description of proposed ROG program.

3.2.4 Eligible Youth Verification (50-word limit)

Applicant must describe how you will verify Eligible Youth as defined in Section 2.2.

3.2.5 High School Completion Educational Services Description (50-word limit)

Applicant must describe how you will provide access to high school completion classes either for earning a high school diploma or a GED credential.

3.2.6 Reengagement Partner Services Description (50-word limit)

Applicant must describe the role of the Reengagement Partner.

3.2.7 Projected Outcomes

Applicant must provide an estimate for the number of Eligible Youth who will be served by the ROG program, the program Partners, and within the Reengagement Services area(s) (See Attachment B).

3.2.8 Applicant Information and Certification Sheet

Applicant must complete and submit the Applicant Information and Certification Sheet (See Attachment C).

All Applications are public record and are subject to public inspection after Agency issues the notice of award.

3.2.9 Partnership Documentation at Application

The Applicant must identify at least one (1) Reengagement Partner (See Section 2.4.2) that will aid Applicant in providing one or more of the Reengagement Services. In SM Apply, Applicant must upload the partnership document(s) (e.g., Letter of Intent to Partner, Memorandum of Understanding (MOU), or similar documentation). Attachment G Sample Letter of Intent to Partner is provided as an example document that could be used to fulfill this requirement.

If Applicant will provide the program Educational Services directly (and describes them in the Application Narrative), the uploaded partnership documentation will indicate other Reengagement Services provided through the partnership(s).

If the program Partner will provide the Educational Services, the uploaded partnership documentation must indicate how reengagement participants will access Educational Services for high school completion.

SECTION 4: EVALUATION

4.1 RESPONSIVENESS DETERMINATION

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC finds the Application non-responsive, the Application may be rejected by Agency; however, Agency may waive minor mistakes in its sole discretion.

4.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a score of 0 to 4 for each evaluation criterion listed below in this section.

Each Applicant will be scored on how well the Applicant’s responses to Evaluation Items 1-6 detailed below demonstrate the Applicant’s ability to meet the requirements described in Section 2.4, and to implement successfully the ROG.

SPC may request further clarification on submitted responses to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	SCORING RUBRIC
4	<p>EXCELLENT – Response meets all requirements specified in the directions and demonstrates thoroughness through use of specific examples</p> <ul style="list-style-type: none"> • Response provides all required information in a thorough manner • Response demonstrates that the Applicant has a complete understanding of the requirements addressed by the question • Response demonstrates that the Applicant possesses capacity, expertise, and/or strengths to meet or exceed expectations addressed in question
3	<p>ADEQUATE - Response meets most requirements specified in the directions and demonstrates an understanding</p> <ul style="list-style-type: none"> • Response provides most required information • Response demonstrates that the Applicant understands the requirements addressed by the question • Response demonstrates that the Applicant possesses sufficient capacity, expertise, and/or strengths to meet the expectations addressed in the question
2	<p>INCOMPLETE - Response meets some requirements specified in the directions</p> <ul style="list-style-type: none"> • Response provides some required information • Response demonstrates that Applicant has some understanding of the requirements addressed by the question • Response demonstrates that the Applicant possess some capacity, expertise, and/or strengths to meet expectations as addressed in the question

1	<p>INADEQUATE - Response does not address the question’s requirements</p> <ul style="list-style-type: none"> • Response provides little or no required information • Response demonstrates that the Applicant has limited or no understanding of the requirements addressed by the question • Response does not demonstrate that the Applicant possesses the capacity, expertise, or strengths to meet program expectations as addressed in the question
0	<p>NONANSWER</p> <ul style="list-style-type: none"> • Placeholder text/random keystrokes (text cannot be discerned as a response to the question) • No response/answer field left blank

The Evaluation Items including word limit and possible points per criterion follow:

4.2.1 Evaluation Item 1: Youth Population (400 word limit, 80 points)

- Describe the population of Eligible Youth who will participate in this proposed Reengagement Program. Include demographics, age range served, and any other information that describes the population served.
- Identify factors or characteristics that create barriers to positive educational and/or career outcomes, or otherwise impact the well-being of the youth served by this program. Provide information and data specific to population and/or community to be served, including disparity data. The 2021-23 YDD Youth Grants Key Data Points Chart (Attachment F) can be referenced as a cited source to describe the disparities that Applicant proposes to address.

4.2.2 Evaluation Item 2: Program Services and Activities (500 word limit, 100 points)

- As required in Section 2.4.1 and Section 2.4.3, describe the Reengagement Services and activities provided by your proposed program in detail.
- Why were these Reengagement Services and activities chosen? Identify how your proposed services and activities will address the needs of the population served with attention to barriers and disparities described in Evaluation Item 1.
- Indicate if these Reengagement Services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices. How have/do these services and activities impact outcomes for youth?

4.2.3 Evaluation Item 3: Service Area (300 word limit, 40 points)

- Specify the Service Area for youth served through this Grant Application. You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.).
- Identify factors or characteristics within the Service Area that contribute to barriers to positive life, career, and/or educational outcomes. Use information and data specific to population being served.
- Reference the 2021-23 YDD Youth Grants Key Data Points Chart (Attachment F) or other data

sources related to Service Area.

4.2.4 Evaluation Item 4: Equity and Voice (400 word limit, 80 points)

- Identify culturally responsive and/or community specific approaches embodied within the organization and the Reengagement Services being provided.
- How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served?
- How does the Reengagement Program ensure safe, affirming, and inclusive spaces for all participants?
- Describe the role that youth, families, and the community play in the design, decision making, and evaluation of Program Reengagement Services.

4.2.5 Evaluation Item 5: Reengagement Partnerships (350 word limit, 60 points)

- As required in Section 3.2.6, identify who you will partner with to deliver the proposed Reengagement Services as it pertains to Youth Reengagement.
- As required in Section 3.2.6, describe the role partner organizations play in program activities and service delivery.
- How do the identified Reengagement Partners contribute to the Reengagement Program’s ability to identify, engage, and/or serve youth?
- Upload partnership documentation.

4.2.6 Evaluation Item 6: Organization Description (300 word limit, 40 points)

- Briefly describe your organization and explain its experience and effectiveness in serving youth who have or are at risk of disengaging from school.
- Describe your organization’s and staff capacity to collect and manage complex and sensitive data and to report data to Agency and/or in Agency’s Consolidated Collections.

4.3 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 4) assigned by each evaluator.

Points are the total possible values for each section as listed in the Table 1.

4.3.1 Weighted Scoring

Each Evaluation Item is assigned a weighed percentage (as listed in Table 1) then multiplied by the score allocated to calculate the points received:

$$(Evaluator\ Score \times Weight\ Score \times 100) = Points$$

Table 1

SECTION REFERENCE	EVALUATION CRITERIA	POINTS POSSIBLE
4.2.1	Evaluation Item 1: Youth Population (20% weighted)	
	<ul style="list-style-type: none"> • Describe the population of Eligible Youth who will participate in the proposed Reengagement Program. Include demographics, age range served, and any other information that describes the population served. • Identify factors or characteristics that create barriers to positive educational and/or career outcomes, or otherwise impact the well-being of the youth served by this program. Provide information and data specific to population and/or community to be served, including disparity data. 	80
4.2.2	Evaluation Item 2: Program Services and Activities (25% weighted)	
	<ul style="list-style-type: none"> • Describe the Reengagement Services and activities provided by your proposed program in detail. • Why were these Reengagement Services and activities chosen? Identify how your proposed services and activities will address the needs of the population served with attention to barriers and disparities described in Evaluation Item 1. • Indicate if these Reengagement Services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices. How have/do these services and activities impact outcomes for youth? 	100

4.2.3	Evaluation Item 3: Service Area (10% weighted)	<ul style="list-style-type: none"> Specify the Service Area for youth served through this grant application. You may use a combination of jurisdictional and geographical boundaries (county, city, school district, neighborhood, etc.). Identify factors or characteristics within the Service Area that contribute to barriers to positive life, career, and/or educational outcomes. Use information and data specific to population being served. 	40
4.2.4	Evaluation Item 4: Equity and Voice (20% weighted)	<ul style="list-style-type: none"> Identify culturally responsive and/or community specific approaches embodied within the organization and the Reengagement Services being provided. How are staff and partners – particularly individuals providing direct service – reflective of the youth and/or community served? What experiences or training give them an understanding of the population served? How does the Reengagement Program ensure safe, affirming, and inclusive spaces for all participants? Describe the role that youth, families, and the community play in the design, decision making, and evaluation of Program Reengagement Services. 	80
4.2.5	Evaluation Item 5: Reengagement Partnerships (15% weighted)	<ul style="list-style-type: none"> Who do you partner with to deliver proposed Reengagement Program Services as it pertains to Youth Reengagement? Describe the role partner organizations play in program activities and service delivery. How do the identified Reengagement Partners contribute to the Reengagement Program’s ability to identify, engage, and/or serve youth? NOTE: Applicant must upload partnership documentation. 	60
4.2.6	Evaluation Item 6: Organization Description (10% weighted score)	<ul style="list-style-type: none"> Briefly describe your organization and explain its experience and effectiveness in serving youth who have or are at risk of disengaging from school. Describe your organization’s and staff capacity to collect and manage complex and sensitive data and to report data to Agency and/or in Agency’s Consolidated Collections. 	40
TOTAL POINTS POSSIBLE			400

4.3.1.1 Calculation Example

Example of Evaluator scores:

<i>Evaluation Item</i>	<i>Score (0-4 possible)</i>	<i>Weight</i>	<i>Points</i>
1 Youth Population	3	.20	60
2 Program Services and Activities	3	.25	75
3 Service Area	3	.10	30
4 Equity and Voice	2	.20	40
5 Reengagement Partnerships	2	.15	30
6 Organization Description	3	.10	30
Total Points			265

4.3.2 Scoring for Federally Recognized Tribal Applicants

An Applicant that is a federally recognized tribe will have a 20% multiplier added to the points received from scoring of the evaluation items. The multiplier calculation is as follows:

$$Total\ Points\ from\ Evaluation \times 1.2 = Final\ Application\ Score$$

4.4 RANKING OF APPLICANTS

The SPC will total the points for each Application. The final Application score is the average score, determined by the sum of all evaluators’ weighted scores divided by total number of evaluators per Application.

Grant funds will be awarded to Applicants in a two-step process as described below:

Step 1: Highest scored Application that meets the minimum score requirement per region (see Regional Map in Attachment E) will be awarded a grant. There are eleven (11) regions.

In the event that no Application in a defined region meets the minimum scoring requirement, or if no valid Applications are received from a region, the Agency may decline to award any Grants in that region.

Step 2: The remaining Applications will then collectively be ranked highest scored to lowest scored. Grants will be awarded starting from the highest scored Applicant to the lowest scored Applicant until the available programs funds are allocated.

4.4.1 Regional Assignment of Applications

Agency will use Attachment E Regional Map to assign each Applicant a region based on the

Applicant’s established business address.

4.4.1.1 Request to Change Region

If an Applicant’s business address is in a different region than its service location, the Applicant may submit supporting documentation to the SPC for Agency review and consideration for placement into a different region. Applicant must submit the request to change region no later than close of RFA. The support documentation must clearly demonstrate the Applicant’s established and current work in the region that it is requesting. An Applicant that is requesting a change to region and is new to serving the region must provide the address of the service location(s) and an explanation/evidence of new services to the area. Applicants requesting this alternative placement will be notified of the region into which they will be placed prior to the scoring of their Application.

4.5 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a competitive range
- Presentations/ demonstrations/ additional submittal items
- Interviews

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue award to the highest ranking Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 5: AWARD AND NEGOTIATION

5.1 AWARD NOTIFICATION PROCESS

5.1.1 Award Consideration

Agency, if it awards a Grant, will provide a notice of intent to award a Grant to the highest-ranking Applicant(s) based upon the scoring methodology and process described in the Evaluation section including additional consideration on regional distribution (see Section 4.4.1). Agency may award less than the full scope described in this RFA.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

5.1.2 Notice of Intent to Award

Agency will notify all Applicants in writing that Agency intends to award a Grant to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

5.2 INTENT TO AWARD PROTEST

5.2.1.1 Protest Submission

An Affected Applicant will have 7 calendar days from the date of the notice of intent to award to file a written protest.

If Agency receives only one Application, Agency may dispense with the evaluation process and intent to award protest period and proceed with Grant negotiations and award.

5.2.1.2 Protests must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Affected Applicant’s name and contact information;
- Specify the grounds for the protest; and
- Be received within 7 calendar days of the notice of intent to award.

5.2.1.3 Response to Protest

Agency will address all timely submitted protests within a reasonable time and will issue a written decision to the Affected Applicant. Protests that do not include the required information may not be considered by Agency.

5.3 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

5.3.1 Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant must submit a current Oregon Secretary of State Business Registry number or an explanation if not applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules: <http://www.filinginoregon.com/index.htm>.

5.3.2 Insurance

Prior to execution of a Grant, the apparent successful Applicant must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment A) prior to Application submission.

5.3.3 Taxpayer Identification Number

The apparent successful Applicant must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Grant funds until Agency has a properly completed W-9.

5.3.4 Memorandum of Understanding (MOU)

The successful Applicant must submit at least one (1) MOU that describes the program partnership and is signed by both parties. The MOU should detail the activities, services, and support to be provided to the ROG Program Youth by each party to the MOU.

5.3.5 Work Plan

In consultation with Agency, after award of Grant Agreement, the successful Applicant will develop a Work Plan for the launch and operation of the ROG Program. (See Attachment H Work Plan Template: template is not finalized but is provided as an example.)

5.4 GRANT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant (Attachment A). Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; however, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

In the event the parties have not reached mutually agreeable terms within 30 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 6: ADDITIONAL INFORMATION

6.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States, or otherwise, to or from any claim

or from the jurisdiction of any court.

6.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

6.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

6.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

SECTION 7: LIST OF ATTACHMENTS

ATTACHMENT A: SAMPLE GRANT

ATTACHMENT B: APPLICATION

ATTACHMENT C: APPLICANT INFORMATION AND CERTIFICATION SHEET

ATTACHMENT D: BUDGET TEMPLATE

ATTACHMENT E: REGIONAL MAP

ATTACHMENT F: 2021-23 YDD YOUTH GRANTS KEY DATA POINTS CHART

ATTACHMENT G: SAMPLE LETTER OF INTENT TO PARTNER

ATTACHMENT H: WORK PLAN TEMPLATE